Report Section

Explanations of the different parts of a report.

This is the **Tool Bar**. Many options are available here as well as in the Menu bar and by right clicking.

Brio Insight Users will have two Tool Bars the bottom one is for Brio and the top is for the web browser. You will be using the second set of Tool Bars unless you have Brio Explorer.

This is the **Report** that can be printed out. All formating, lables, titles, headers, footers, sub totals and grand totals are done in this area.

Table Dimension is where all information you want to see in the columns is located except for anything numerical which is usually obligations, expenditures and revenue. Numerical is anything that you might sub total, add a percentage etc.

Report Group (Results) allows you to break the information into headers, footers which can contain subtotals or grand totals.

Table Facts should have any nummerical data which you would add together some examples are obligations, expenditures and revenue. BOC and program code would be located in the Table Dimension, they are numbers but not ones you would add together.

Report Section

Explanations of the different parts of a report   3/8/2004

This is the **Menu Bar**. Many options are available here as well as in the Tool bar and by right clicking.

Brio Insight Users will have two menu bars the bottom one is for Brio and the top is for the web browser. You will be using the second set of menus unless you have Brio Explorer.

Data Function allows the changing of a calculation to a sum, average, count, minimum and maximum. This is where titles and be typed in as well.

Sort line is where any column from the body of the report can be dragged into this line and sorted. In this example the report will be sorted by Program and Boc . Example The highlighted Document date would be dragged into the sort line.

This is the **Body** of a report. All fields must be dragged into it using the Table Dimensions and Table Facts in the Report Outliner. All formatting changes are done by clicking inside the column.

The Catalog pane contains all the items that were asked for in the Query and the computed fields calculated in the Results section. These options are all available once a report has been processed. You pull the items into the report Outliner which includes Group, Table Facts or Dimensions to either see the data in a column or have it break for totals or subtotals. You can also pull a field into the report itself to create header titles or totals.

The Report Outliner contains the Report Group, Table Dimensions and Table Facts.

Report Section Movement of information

3/8/2004

This is an explanation of where the data is located and where it should be placed in a report also includes Buttons that move you between screens or hide and show data.

Sections are toggle buttons that facilitate the movement between different sections of a Brio report. Sections include Query, Results, Report, Pivot, Charts and Tables.

Sort, Expression, Groups and **Table** toggle buttons make the corresponding sections appear and reappear depending on your need for viewing or working on certain sections.

Results fields can be dragged and dropped into the Report Group, Table Dimensions, Table Facts or into the report header, footer, titles, or body. (see arrows)

Highlight a column and drag the column into the **Sort** line to add a sort. Once you have more then one column in a sort line then you can click and drag a sort item in front of or behind other items to re-sort the order.

Graphics and **Fields** are information which you pull into a report, this includes dates, lines, pictures, labels etc.

Once you have the information moved into this section you can click and drag and move them into whatever order you want for your report.

BrioQuery - Dtr for query.bqy

File Edit View Insert Format Report Tools Window Help

DTR

Sections
- DTR
- Query
- Results

Sort Expression Groups Table

Data Function currBreak.Value("Document_Date")

Sort Table: Program ● Boc

REPORT: DTR
REPORT RUN DATE: 08/11/01 10:37 AM

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
DETAIL TRANSACTION REPORT
PERIOD ENDING 3 2001 ---- December 2000 (CLOSED)

Begin Budget FY: 2000

Program	BOC	TC	Doc. ID	Doc Date	Reference Info	Vendor Code	Vendor Name	Unliquidated Obligations
523403030	2523	NO	01TRN300036	12/07/00	JESSICA S MAHALINGAPPA	530196561 M	GRADUATE SCHOOL USDA	0.00
523403030	2523	NO	01TRN300024	12/07/00	PATRICI WEDDLE INV221221-7011	530196561 M	GRADUATE SCHOOL USDA	0.00
523403030	2523	NO	01TRN300039	12/07/00	MARINA Y. MARTINEZ	530196561 M	GRADUATE SCHOOL USDA	0.00
523403030	2523	NO	01TRN300043	12/07/00	PATRICIA M. WEDDLE	530196561 M	GRADUATE SCHOOL USDA	0.00
523403030	2523	NO	01TRN300021	12/07/00	TAMMIE LONG INV221222-7011	530196561 M	GRADUATE SCHOOL USDA	0.00
523403030	2523	NO	01TRN300038	12/07/00	MARINA Y. MARTINEZ	530196561 M	GRADUATE SCHOOL USDA	0.00
523403030	2523	NO	01TRN300070	12/12/00	MARGARET POWELL INV00000476	521167784 B	BLACKS IN GOVERNMENT	0.00

BOC Total: 0.00
Major BOC Total 25: 0.00
Program Total: 523403030 0.00

Search Criteria:
FY: 2001
FY Month: 3
Fund: 52
Division: 3
Org Level 1: 3400

Org Level 2: 3403
Organization: 3403
Program: 523403030

Fields list:
- Undelivered Or
- Expended Item
- Fiscal Year
- Fiscal Month
- Account Type
- Vendor Name
- RUNDATE
- SYSTEM
- Obligations
- Major BOC
- Transaction Co
- Report Name
- Closed Period In
- Open Closed
- Current Month
- Month Name
- Calendar Year
- Document Date
- Revenue Sourc

Graphics
Fields

Not Connected

Report Group1(Results): Begin Budget Fy
Report Group2(Results): Fiscal Year
Report Group3(Results): Fund
Report Group7(Results): Division

Table Dimensions: Program ● Boc ● Transaction Code ● Document Number ● Document Date ● Reference Info ● Vendor Code ● Vendor Name
Table Facts: Undelivered Orders ● Expended Items

1 Page(s) Zoom: 100%